

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2									
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE 12/12/2013		4. REQUISITION/PURCHASE REQ. NO. PR-HPOD-14-00047		5. PROJECT NO. (If applicable)								
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE												
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136				(x) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-053 0002 10B. DATED (SEE ITEM 13) 06/29/2012										
CODE (b)(4)		FACILITY CODE												
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS														
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.														
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Decrease: -\$22,124.89										
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td style="text-align: center;">X</td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>							CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.													
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).													
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:													
	D. OTHER (Specify type of modification and authority)													
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.														
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)														
DUNS Number: (b)(4) The purpose of this modification is to de-obligate unexpended funding in the amount of \$22,124.89 (DCN FC3574) under task order 0002, and re-obligate the same funding under task order 0008. The ceiling for task order 0002 is reduced by \$22,124.89, from \$533,640.00 to \$511,515.11. All other terms and conditions remain unchanged. COR: Brian Cook TOPO: Brian Cook LIST OF CHANGES: Reason for Modification : Funding Only Action Total Amount for this Modification: -\$22,124.89 New Total Amount for this Version: \$511,515.11 Continued ...														
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.														
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)										
				Faye Sas.										
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED								
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		12/12/2013								

CONTINUATION SHEET

REFERENCE NO. OF DO IT BEING CONTINUED
EP-W-11-053/0002/005PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$511,515.11 Obligated Amount for this Modification: -\$22,124.89 New Total Obligated Amount for this Award: \$501,515.11 Incremental Funded Amount changed: from \$533,640.00 to \$511,515.11</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$533,640.00 to \$511,515.11 Obligated Amount for this modification: -\$22,124.89 CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$317,698.00 to \$511,515.11</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-58F7-101A46XQ3-2505---1358FC3574-001 Amount changed from \$200,319.00 to \$178,194.11</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/02/2012 to 07/31/2013</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 06/20/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-053 0002 10B. DATED (SEE ITEM 13) 06/29/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to extend the period of performance of this task order to 31 July 2013, at no cost to the government.

COR: Brian Cook

TOPO: Brian Cook

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 2013-07-01 to 2013-07-31

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$533,640.00


New Total Amount for this Award: \$533,640.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 06/20/2013

CONTINUATION SHEET

REFERENCE NO. OF DC  NT BEING CONTINUED
EP-W-11-053/0002/004

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 2013-07-01 to 2013-07-31</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/02/2012 to 07/31/2013</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 03/11/2013		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-053 0002			
				10B. DATED (SEE ITEM 13) 06/29/2012			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to issue a correction to modification 0002 for the ceiling price of this task order, from \$523,640.00 to \$533,640.00. As an equitable adjustment for the subject change under modification 0002, the task order ceiling price was increased by \$200,319.00, from \$333,321.00 to \$533,640.00.

Page (2) of Modification 0002 is changed as follows:

Total Amount for this Modification: \$200,319.00

New Total Amount for this Version: \$533,640.00

New Total Amount for this Award: \$533,640.00

Obligated Amount for this Modification: \$200,319.00

New Total Obligated Amount for this Award: \$533,640.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED 03/11/2013	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-053/0002/003PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed:from \$333,321.00 to \$533,640.00 Contracting Officer changed from Christopher Jenson to Faye Sas.</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$333,321.00 to \$533,640.00 Obligated Amount for this modification: \$200,319.00 Incremental Funded Amount changed from \$333,321.00 to \$533,640.00</p> <p>CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$333,321.00 to \$533,640.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F7-101A46XQ3-2505---1358FC3574-001 Beginning FiscalYear 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1358FC3574-001 Quantity: 0 Amount: \$200,319.00</p> <p>Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 COR: Brian Cook TOPO: Brian Cook LIST OF CHANGES: Reason for Modification : Other Administrative Action New Total Amount for this Award: \$533,640.00 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Continued ...</p>				

CONTINUATION SHEET REFERENCE NO. OF DOCUMENT IT BEING CONTINUED
EP-W-11-053/0002/003

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3	3

EASTERN RESEARCH GROUP, INC.

Period of Performance: 07/02/2012 to 07/01/2013

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

002

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

PR-OAR-13-00755

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP, INC.
110 HARTWELL AVENUE
LEXINGTON MA 024213136

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-11-053

0002

10B. DATED (SEE ITEM 13)

06/29/2012

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$200,319.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

X

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT
ORDER NO. IN ITEM 10A.
FAR 52.243-3

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to increase the level of effort by 1,786 direct labor hours for verification support required under each subpart within the Statement of Work and for quick turn-around tasks as follows:

Task 2.1: Subpart A - General Provisions (- (b)(4) hours).

Task 2.22: Subpart FF - Underground Coal Mines (+ (b)(4) hours).

Task 2.25: Subpart MM - Suppliers of Petroleum Products (+ (b)(4) hours).

Task 2.26: Subpart NN - Suppliers of Natural Gas and Natural Gas Liquids (- (b)(4) hours).

Task 2.6 Subpart H - Cement Production (- (b)(4) hours).

Task 7: Quick Turn-Around (- (b)(4) hours).

As an equitable adjustment for the subject changes, the task order ceiling price is Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Faye Sas

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

CONTINUATION SHEET

REFERENCE NO. OF DO ☐ IT BEING CONTINUED
EP-W-11-053/0002/002PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>increased by \$200,319.00, from \$333,321.00 to \$523,640.00. The subject task order is fully funded thru its completion date of 01 July 2013. By signing, the contractor hereby releases the Government from any and all liability for further equitable adjustment attributable to the work specified under this task order.</p> <p>COR: Brian Cook TOPO: Brian Cook LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: \$200,319.00 New Total Amount for this Version: \$533,640.00 New Total Amount for this Award: \$533,640.00 Obligated Amount for this Modification: \$200,319.00 New Total Obligated Amount for this Award: \$523,640.00 Incremental Funded Amount changed: from \$323,321.00 to \$523,640.00 Contracting Officer changed from Christopher Jenson to Faye Sas.</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$333,321.00 to \$533,640.00 Obligated Amount for this modification: \$200,319.00 Incremental Funded Amount changed from \$323,321.00 to \$523,640.00</p> <p>CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$333,321.00 to \$533,640.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F7-101A46XQ3-2505---1358FC3574-001 Beginning Fiscal Year 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1358FC3574-001 Quantity: 0 Amount: \$200,319.00</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DO NOT BEING CONTINUED
EP-W-11-053/0002/002PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/02/2012 to 07/01/2013</p>				

AMENDMENT OF SOLICITATION/MODIFICATION		OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 10/22/2012		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-12-02434		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-053 0002			
				10B. DATED (SEE ITEM 13) 06/29/2012			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$15,623.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 52.243-3
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Brian Cook

The purpose of this modification is to incorporate the following changes into the subject task order:

1. The Contracting Officer's Representative is hereby changed from Mausami Desai to Brian Cook.

2. Statement of Work Subtask 2(f) is hereby changed, adding the requirement that "The contractor shall resolve unanticipated errors identified with reporters during the most recent reporting period. This additional support shall also cover the potential for Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Ruth C. Mead, Vice President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christopher Jenson	
15B. CONTRACTOR/OFFEROR Ruth C. Mead (Signature of person authorized to sign)	15C. DATE SIGNED 10/23/12	16B. UNITED STATES OF AMERICA Christopher Jenson (Signature of Contracting Officer)	16C. DATE SIGNED 10/23/12

CONTINUATION SHEET

REFERENCE NO. DOCUMENT BEING CONTINUED

EP-W-11-05570002/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>similar errors in the upcoming reporting periods of October/November 2012 and April/May 2013." The subject change increases the task order ceiling price by \$15,623 from \$317,698 to \$333,321. The subject task order is fully funded.</p> <p>LIST OF CHANGES: Reason for Modification : Change Order Total Amount for this Modification: \$15,623.00 New Total Amount for this Award: \$333,321.00 Obligated Amount for this Modification: \$15,623.00</p> <p>Contracting Officer Representative changed from Mausami Desai to Brian B Cook</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$317,698.00 to \$333,321.00 Obligated Amount for this modification: \$15,623.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-58F7-101A46XQ3-2505-1258FC2670-001 Beginning Fiscal Year 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 58F7 Quantity: 0 Amount: \$15,623.00 Percent: 4.91756 Subject To Funding: N Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 07/02/2012 to 07/01/2013</p>				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 10

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/29/2012		2. CONTRACT NO. (If any) EP-W-11-053		6. SHIP TO:	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. PR-OAR-12-01754		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Solicitation: PR-OAR-12-01154 Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 024213136	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	

9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4)					
	Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$0.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$317,698.00		

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Christopher Jenson TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER SUPPLIES OR SERVICES
SCH LE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/29/2012 CONTRACT NO. EP-W-11-053

ORDER NO. 0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor is awarded the following tasks/subtasks from solicitation PR-OAR-12-01154:</p> <p>Task 1 (Project Management) (b)(4)</p> <p>2.01 (subpart A - General Provisions)</p> <p>2.06 (subpart H - Cement Production)</p> <p>2.22 (subpart FF - Underground Coal Mines)</p> <p>2.25 (subpart MM - Suppliers of Petroleum Products)</p> <p>2.26 (subpart NN - Suppliers of Natural Gas and Natural Gas Liquids)</p> <p>2.27 (subpart PP - Suppliers of CO2)</p> <p>Task 7 (Quick Turn Around) (b)(4)</p> <p>TOPO: Mausami Desai</p> <p>Admin Office:</p> <p>HPOD</p> <p>US Environmental Protection Agency</p> <p>Headquarters Procurement Operations</p> <p>Ariel Rios Building</p> <p>1200 Pennsylvania Avenue, NW</p> <p>Washington DC 20460</p> <p>Period of Performance: 07/02/2012 to 07/01/2013</p>					
0001	<p>Technical Source-Category Specific Support for GHGRP (Solicitation PR-OAR-12-01154)</p> <p>Accounting Info:</p> <p>11-12-B-58F7-105A46CQ3-2505-1158FC1401</p> <p>-001 BFY: 11 EFY: 12 Fund: B Budget</p> <p>Org: 58F7 Program (PRC): 105A46CQ3</p> <p>Budget (BOC): 2505 DCN - Line ID: 1158FC1401-001</p> <p>Funding Flag: Complete</p> <p>Funded: \$0.00</p> <p>Accounting Info:</p> <p>12-13-B-58F7-101A46XQ3-2505-1258FC2617</p> <p>-001 BFY: 12 EFY: 13 Fund: B Budget</p> <p>Org: 58F7 Program (PRC): 101A46XQ3</p> <p>Budget (BOC): 2505 DCN - Line ID: 1258FC2617-001</p> <p>Funding Flag: Complete</p> <p>Funded: \$307,698.00</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

Statement of Work

STATEMENT OF WORK

Technical Source-Category Specific Support for GHG Reporting Program Implementation and Related Rulemakings

I. INTRODUCTION

The Climate Change Division (CCD) in the U.S. EPA's Office of Air and Radiation works to assess and address global climate change and the associated risks to human health and the environment. CCD plays a key role in United States (U.S.) and international efforts to address climate change by:

- Implementing successful voluntary programs to reduce non-carbon dioxide (CO₂) emissions;
- Rigorously analyzing CO₂ and non-CO₂ greenhouse gas (GHG) emissions and economically efficient reduction, sequestration, and adaptation options;
- Communicating climate analyses and strategies to policy-makers, experts and U.S. climate negotiators;
- Building effective international capacity to analyze and reduce GHG emissions and associated air pollution; and,
- Educating the public on climate change.

The Greenhouse Gas Reporting Branch (GGRB) of the CCD of the Office of Atmospheric Programs (OAP) is responsible for a variety of analytical activities relevant to GHGs. One of the primary branch activity includes implementation of the mandatory Greenhouse Gas Reporting Program (GHGRP), which is codified at 40 CFR Part 98 (Part 98) and is also supported by other branches in CCD.

This Statement of Work (SOW) is intended to support EPA with implementation of the GHGRP for specified source categories, as well as assist in developing and implementing future amendments to Part 98 for these sources. In support of this work, EPA requires the Contractor to use Confidential Business Information (CBI). Contractor handling of CBI must be performed in accordance with the requirements set forth in the GHGRP CBI policy.

II. BACKGROUND

In response to the FY2008 Consolidated Appropriations Act (H.R. 2764; Public Law 110-161), EPA promulgated Part 98, which requires reporting of GHG information from sources and suppliers in the United States. The purpose of the rule is to collect accurate and timely GHG information to inform future policy decisions.

The proposed rule (74 FR 16448) was published on April 10, 2009. EPA received over 16,000 public comments on the proposed rule. After reviewing all of the comments, EPA split the finalization of the rule into two tracks. Some of the subparts, called the Track 1 rules, that were included in the proposed rule were finalized and published (74 FR 56260) on October 31, 2009, and the remaining subparts, called the Track 2 rules, were finalized in 2010 in a series of separate rulemakings (see GHGRP Rulemaking notices here: <http://www.epa.gov/climatechange/emissions/notices.html>).

The 2010 rulemakings also included proposing the Confidential Business Information (CBI)

determinations for some reporting elements, proposing the deferral of reporting certain data elements, and two rulemakings amending Part 98 to provide corrections and other technical and clarifying amendments. There were several additional rulemakings in 2011 and 2012 that have included finalizing CBI determinations for Track 1 sources and proposing CBI determinations for Track 2 sources, finalizing the deferred reporting of certain additional data elements, and amending Part 98 to provide corrections and other technical and clarifying amendments. Additional rulemakings are expected during the period of performance of this SOW. (Note that EPA has a separate task order to manage the CBI rulemaking process, and so the general support of the CBI rulemakings is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed on relevant technical issues specific to sectors covered under this request as needed. There will be no duplication of effort under this task order.).

Facilities were required to submit annual reports of GHG data and other information to EPA for the 2010 reporting year (RY2010) by September 30, 2011. GHG data reported under the GHGRP are reviewed and verified by EPA. Prior to EPA verification, reporters are required to self-certify that the data they submit to EPA is truthful, accurate and complete. EPA reviews the data submitted by reporters to verify that the GHGRP annual reports are complete, accurate, and meet the Part 98 reporting requirements. After conducting a thorough verification process, EPA published the initial RY2010 data in January 2012.

For reporting of RY2011 GHG data, Track 1 facilities that do not include Track 2 facilities are required to submit annual reports by April 2, 2012. Track 1 facilities that include a Track 2 facility, and Track 2 facilities, are required to submit RY2011 reports by September 28, 2012. See special provisions for RY2011 here:

<http://www.epa.gov/climatechange/emissions/downloads11/documents/2011SpecialProvisions.pdf>. Both Track 1 and Track 2 facilities are required to submit RY2012 reports by March 31, 2013.

The workload for reviewing and verifying reports will be substantial between September 28, 2012 and July 2013 (with the heaviest period occurring from October through December 2012 for RY2011 reports due by September 28, 2012, and April through July 2013 for RY2012 reports). Verification activities during this time period will include reviewing electronic verification reports generated by EPA consisting of reports containing data that is outside of expected ranges, etc., as well as contacting facilities to communicate suspected reporting errors. (Note that EPA has a separate task order to manage the development of the verification process, and so support of the overall verification process is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed on relevant technical issues specific to sectors covered under this request as needed. There will be no duplication of effort under this task order.).

III. PURPOSE

The purpose of this SOW is to describe the work effort that will be required to support EPA's continued development and implementation of Part 98 monitoring and reporting requirements for suppliers and emitters of greenhouse gases for specific source categories addressed herein. This support will include performance of the following activities as required:

- Project management
- Program implementation and rulemaking support
- Subpart RR (Geologic Sequestration of Carbon Dioxide) Monitoring, Reporting, and Verification (MRV) Plan Support

- Technical and analytical support for regulatory impact and Executive Order analyses for GHGRP related rulemakings
- Developing the Information Collection Request and other related background documents related to the GHGRP
- Support maintenance of GHGRP Security Plan
- Performance of quick turn-around tasks

This task order may cover the following subparts and others identified specifically within specific tasks or subtasks in Section IV.

- Subpart A – General Provisions
- Subpart C – General Stationary Fuel Combustion Sources
- Subpart D – Electricity Generation
- Subpart E – Adipic Acid Production
- Subpart G – Ammonia Manufacturing
- Subpart H - Cement Production
- Subpart K – Ferroalloy Production
- Subpart N – Glass Production
- Subpart P – Hydrogen Production
- Subpart Q - Iron and Steel Production
- Subpart R – Lead Production
- Subpart S – Lime Manufacturing
- Subpart U – Miscellaneous Uses of Carbonates
- Subpart V – Nitric Acid Production
- Subpart X – Petrochemical Production
- Subpart Y – Petroleum Refineries
- Subpart Z – Phosphoric Acid Production
- Subpart AA – Pulp and paper Manufacturing
- Subpart BB – Silicon Carbide Production
- Subpart CC – Soda Ash Production
- Subpart EE – Titanium Dioxide Production
- Subpart FF – Underground Coal Mines
- Subpart GG – Zinc Production
- Subpart LL – Supplier of Coal-Based Liquid Fuels
- Subpart MM – Suppliers of Petroleum Products
- Subpart NN – Suppliers of Natural Gas and Natural Gas Liquids
- Subpart PP – Suppliers of Carbon Dioxide
- Subpart RR - Geologic Sequestration of Carbon Dioxide
- Subpart UU - Injection of Carbon Dioxide

Materials available to the Contractor:

Fact sheets, background documents (e.g. Technical Support Documents and Response to Comment documents), reported data, and Part 98 rulemaking information are available to the contractor to provide background on the rule, applicability, and subpart specific requirements for monitoring and reporting of GHG emissions. These and other helpful resources can be found at the following websites:

- **General GHGRP Web site:**

<http://www.epa.gov/climatechange/emissions/ghgrulemaking.html>

- **Resources by Subpart:**
<http://www.epa.gov/climatechange/emissions/subpart.html>
- **Online GHGRP Data Publication Tool:**
<http://ghgdata.epa.gov/>
<http://epa.gov/climatechange/emissions/ghgdata/>

IV. TASKS AND DELIVERABLES

Task 1: Project management

The Contractor shall provide project management under this task, and shall submit a Monthly Progress Report to EPA's Contracting Officer Representative (COR) and Contracting Officer (CO) in accordance with the Section V (Project Reporting). During the Period of Performance, the Contractor shall immediately inform the COR and CO by telephone and/or email of any issue(s) that may impede performance along with any corrective actions needed by the EPA or the Contractor to address the issue(s).

Under this task, the Contractor shall also attend a general or task specific kick-off meeting, either via conference call or in-person, whichever is most cost effective to the Government, to discuss the goals, strategy, and schedule for completing the deliverables. This kick-off meeting will serve as a brainstorming session to clarify tasks, anticipated schedules related to EPA's need for support for implementation of the GHGRP, additional rulemakings, and provide any necessary background material, an opportunity for EPA to solicit ideas and feedback from the Contractor, as well as formulate ideas for managing work to be completed by the Contractor under the tasks listed below. The contractor shall discuss the format of the Monthly Progress Report, including more detailed budget tracking, and propose a progress report template to the EPA COR and CO for approval. The Contractor, under this task, will also attend a wrap-up meeting at the end of the Period of Performance.

Deliverables and schedule under Task 1:

	Task 1 Deliverable	Due Date
Task 1.1	Attend kick-off meeting; Prepare revised staffing and budget plan	Within 2 weeks of award of task order or task(s)
Task 1.2	Prepare Monthly Progress Report/Budget Tracking Template	Draft due within 5 business days of kick-off meeting; Final due within 5 business days of EPA COR comments
Task 1.3	Monthly Progress Report	By 10 th business day each month
Task 1.4	Attend wrap-up meeting	At least 2 weeks prior to end of POP, per COR direction

Task 2: Implementation and Rulemaking Support for General Stationary Fuel Combustion Sources and other Industrial and Supplier Subparts

The Contractor shall provide technical support for the implementation and related rulemakings for each subpart identified below.

- Subtask 2.1 - Subpart A - General Provisions
- Subtask 2.6 - Subpart H - Cement Production
- Subtask 2.22 - Subpart FF - Underground Coal Mines
- Subtask 2.25 - Subpart MM - Suppliers of Petroleum Products
- Subtask 2.26 - Subpart NN - Suppliers of Natural Gas and Natural Gas Liquids
- Subtask 2.27 - Subpart PP - Suppliers of Carbon Dioxide

For each subtask which covers a particular subpart, the activities may include but are not limited to:

- a) Hotline and Question/Answer support - Assist in researching and responding to technical questions from reporters, such as, but not limited, to questions on the application of monitoring methods in Part 98 associated with each subpart. This activity may also include developing Frequently Asked Questions (FAQs) to post to the GHGRP website.
- b) Rulemaking support - Prepare background documents to support technical, subpart-specific amendments to the rule, as appropriate. This may include analyzing options for revisions to monitoring requirements, developing technical support documents, developing engineering cost data, drafting language for preamble and regulatory text, and reviewing and drafting responses to public comments in response to proposed rulemakings. EPA anticipates issuing up to two additional rulemakings to address issues identified by EPA, by the public through the hotline, in petitions for reconsideration or review, or in petitions that require revisions, updates, and corrections to existing rules related to subparts identified above. In addition, support may be needed in preparing and reviewing subpart-specific information sheets, presentations, or other outreach documents where specific technical expertise is needed. Support may also be needed in conducting subpart-specific training. Lastly, subpart-specific expertise may be needed to examine the likely business impact from the potential disclosure of certain reporting elements before those data elements are collected and potentially subject to public availability. (Note that EPA has a separate task order for general outreach and so that work is not within the scope of this SOW. Also, as previously noted, general support for CBI rulemakings is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed. There will be no duplication of effort under this task order.)
- c) Maintenance of Electronic Reporting Help Content - Support maintenance of e-GGRT help content and any supplemental rule guidance (e.g. subpart-specific webinars) and compliance checklists.
- d) Electronic reporting tool support and testing - Support and testing of new and/or updated subpart specific e-GGRT reporting modules to ensure accuracy in facility level reporting and consistency with Part 98 reporting requirements. The testing generally will occur prior to launch of e-GGRT in any given reporting year. However, it may be necessary to review or update design requirements, generate e-GGRT change requests to ensure that the reporting forms are consistent with any subpart-specific revisions to Part 98. After any redesign, additional testing and review of e-GGRT functionality will be required. (Note that EPA has a separate task order for data system development, so that work is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed. There will be no duplication of effort under this task order.)
- e) Assistance with implementing special provisions in Part 98 - Support may include such as reviewing technical issues and options raised in Applications to Use Alternative

Methods under Subparts E and V and assist in evaluating requests for extension of the use of Best Available Monitoring Methods for subparts P, X, and Y. EPA may require support for the review and processing of these applications, which may include technical issues that require more specialized review and engineering assessment in order to finalize EPA's formal response. EPA anticipates this support impacting approximately 5-7 reporters total under Subparts E and V and potentially up to approximately 40 reporters total under Subparts P, X, and Y.

- f) Verification support- Provide support to EPA COR and other key personnel (technical coordinators) in conducting subpart-specific verification activities. For many of the individual industrial subparts, Subpart C experience and support will also be required. This support will include the following activities and will occur in a concentrated manner from October through December 2012 and April through July 2013:
 - i. Reviewing reports generated by EPA flagging certain GHG reports that have potential data quality issues. Based on the EPA-generated reports citing potential data quality issues, reviewing individual GHG reports and associated information to determine the root cause of potential data quality issues. This initial review and a summary of issues by subtask should be completed within approximately six weeks of annual submissions. Contractor should draft messages in e-GGRT's correspondence tracker. These messages will be reviewed by the EPA subject matter expert (SME) and sent to notify facility of potential issues including errors in application of monitoring methods, calculation errors and/or data quality issues where appropriate.
 - ii. Where appropriate, comparing Part 98 information submitted to EPA with outside data sets, previously reported information (i.e., reporting years) from the facility, and data reported by other facilities in the same industry sector. Analysis and synthesis of the reported data to generate data sets for comparison would be conducted in activity h) below.
 - iii. Contacting facility, with approval and participation of EPA SME, if necessary (either by email or by phone) to discuss potential data quality issue, and documenting correspondence.
 - iv. Reviewing re-submitted report (if applicable) and closing out issue in e-GGRT's correspondence tracker.
- g) Publication support- Provide support to EPA COR and other key personnel (publication team) in conducting subpart-specific publication activities. This support will be organized by subpart and may include the following activities:
 - i. Reviewing data collected by the GHGRP prior to releasing this data to the public to ensure the data is free of any information classified as CBI or otherwise sensitive.
 - ii. Determining ways that confidential data collected by the GHGRP can be safely aggregated and presented to the public to support the needs of stakeholders.
- h) Analysis of reported emissions information – Support analysis and synthesis of subpart-specific reported emissions data and supporting information to assess facility and sector specific trends.

Deliverables and schedule under Task 2:

Subtasks 2.1-2.29	Task 2 Deliverable	Due Date
(a) Hotline and Question/Answer support	Response	Within 2 business days of receipt of question
(b) Rulemaking support	No work should be undertaken or travel initiated under this	Due dates for any deliverables will be outlined in the TD

	task until receipt of a TD from the COR	
(c) Maintenance of Electronic Reporting Help Content	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD (likely updates required 6 weeks in advance (i.e., August 2011 and February 2013) of the reporting deadlines
(d) Electronic Reporting Tool Support and Testing	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD (likely support and testing required 10-12 weeks in advance (i.e., July 2011 and January 2013) of the reporting deadlines
(e) Assistance with implementing Special Provisions of Part 98	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD
(f) Verification support	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD, but the anticipated dates are within approximately 6 weeks of annual submissions (i.e., November 2011 and May 2013)
(g) Publication support	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD, but the anticipated dates for data review within performance period of this TO are July-August 2012 and then January-February 2013.
(h) Analysis of reported emissions information	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD

Task 7: Quick turn-around

The Contractor shall provide expert support and respond to requests for presentation materials, technical briefings, FAQ or comment-response documents and specific analyses related to the monitoring methods for GHG emissions from industrial processes, and coverage of a particular meeting or conference, often needed on a quick turn-around basis. Work related to specific subparts (such as suppliers and emitters of HFCs, PFCs, SF₆, fugitive emissions from industrial, waste and biological processes) may also be requested on a quick turn-around basis. This task has been provided in recognition of the fact that, being a relatively new program, the GHGRP is likely to generate complex technical issues as the monitoring methods and other regulatory requirements are being implemented.

The schedule of deliverables for these quick turn-around requests will be included in the TD provided by the COR. It is estimated that this task would include one or more subtasks up to approximately 1500 hours. Note, cross-cutting tasks, such as this one will be awarded proportionally (based on the overall hours awarded for particular tasks and subtasks).

Deliverables and schedule under Task 7:

	Task 7 Deliverable	Due Date
Task 7	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD

V. PROJECT REPORTING

Monthly Progress Report

The Contractor shall provide a Monthly Progress Report that shall include, at a minimum, the following information by task (and further by subtask for Task 2), in addition to an overall summary across all tasks:

- Activities performed during the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities planned for the next month – a review of the work planned to be done to meet task requirements for the following month.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the past month, cumulative total to date, and projected hours for the next month. Hours expended must be identified by individual and labor category, but also task (and subtask for Task 2) and activity area (e.g. hotline, verification, etc.).
- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date by task (and subtask for Task 2).

Distribution of Deliverables

All deliverables including the Monthly Progress Report provided by the Contractor shall be delivered as follows:

- One copy in electronic format to the EPA COR and EPA CO.
- The Contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format as specified by the EPA COR via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, deliverable type (draft or final), due date, submission date, deliverable name, and name of EPA COR.

The EPA COR will review deliverables for technical accuracy, completeness, and grammar. Final inspection, testing and acceptance of all reports and other deliverables will be performed by the EPA COR or other individual(s) designated as SME(s) by the EPA COR.